

GoGreen Business Award – Nomination Form

The City of Cambridge now has two ways to recognize businesses and organizations that are taking environmental action:

- **The GoGreen Business Awards**

Businesses and institutions that have exceptional practices in one of three areas—energy use, transportation, or waste reduction-- can nominate themselves or someone else for an award (using this form). A City committee will review the nominations and the award winners will be honored at a special reception on June 8.

- **The Cambridge Climate Leader Program**

Businesses and institutions that are ready to take a comprehensive approach to reducing waste and transportation impacts and increasing energy efficiency can take the Climate Leader pledge (using the enclosed separate form). On June 8 we will honor everyone who has signed the pledge. If you would like some help, we can offer technical assistance in all three areas. Once you have met the criteria, you will receive a special award, the privilege of displaying the logo, a write-up on the City's web page, and other publicity. There are other rewards; typically, climate leader activities help save money and create a healthier workplace, and they help us all create a healthier world.

You can take part in both programs. Use this form to nominate yourself (or some other business or institution) for a GoGreen business award in one or more categories. And we encourage you to go further and join with other leading businesses by taking the pledge to meet goals in all three categories. See the Climate Leader program guide for more information or contact John Bolduc, jbalduc@cambridgema.gov or 617-349-4628.

The deadline for Go Green Business Awards nominations is May 8, 2006.

You can take the climate leader pledge any time, but consider doing it now so we can recognize you at the event in June.

AWARD CATEGORY

(choose one)

___ Small Business (less than 50 employees) ___ Large Business (50 or more employees)

(choose one or more)

___ Waste Reduction Award ___ Transportation Award ___ Energy Award

NOMINEE INFORMATION

Company Name: _____
Address: _____ Cambridge, MA
Telephone Number: _____
Contact Person: _____
Number of years located in Cambridge: _____

NOMINATOR INFORMATION

Name: _____
Address: _____
Telephone Number: _____
How did you hear about the awards? _____

PROGRAM INFORMATION

Please check all the categories that describe the practices carried out by the nominee:

For Transportation Award:

- | | |
|---|--|
| <input type="checkbox"/> MBTA pass subsidy | <input type="checkbox"/> Subsidy for other modes |
| <input type="checkbox"/> Shuttle service to MBTA | <input type="checkbox"/> Providing transit info on site |
| <input type="checkbox"/> Guaranteed Ride Home | <input type="checkbox"/> Reserved car/vanpool parking |
| <input type="checkbox"/> Secure/covered bike parking | <input type="checkbox"/> Car/vanpool matching assistance |
| <input type="checkbox"/> Shower/changing facilities | <input type="checkbox"/> Telecommuting/flexible work hours |
| <input type="checkbox"/> Transportation Management Association membership | |
| <input type="checkbox"/> Other – Please describe: | |
-

For Waste Reduction Award:

- | | |
|---|---|
| <input type="checkbox"/> Reduction of waste | <input type="checkbox"/> Reuse of waste materials |
| <input type="checkbox"/> Recycling of waste materials | |
| <input type="checkbox"/> Purchase of supplies made with recycled materials | |
| <input type="checkbox"/> Promotion of waste reduction, reuse and recycling activities | |
| <input type="checkbox"/> Other – Please describe: | |
-

For Energy Award:

- | | |
|---|--|
| <input type="checkbox"/> Energy conservation measures | <input type="checkbox"/> On-site renewable energy production |
| <input type="checkbox"/> Green power purchasing | <input type="checkbox"/> Energy-efficient purchasing |
| <input type="checkbox"/> Other – Please describe: | |
-

PROGRAM DETAILS

On a separate page, please describe the efforts that the nominee has made in the categories checked above. Be as specific as possible about the activities carried out, the quantities reduced, reused, recycled and purchased, energy use reductions, or the vehicle trips eliminated or vehicle miles saved, and any benefits experienced in addition to the environmental ones (improved efficiency, money saved, new collaborative abilities, etc.). Feel free to attach additional pages of information or copies of related materials.

Signature of Nominator

Date

Return Nominations by May 8, 2006 To:
John Bolduc, Community Development Department, 344 Broadway, Cambridge, MA 02139
617/349.4628| Fax: 349.4633| jboulduc@cambridgema.gov
www.cambridgema.gov/GoGreen



CAMBRIDGE CLIMATE LEADER PROGRAM CRITERIA

The Cambridge Climate Leader Program brings together community partners to help achieve the goals of the Cambridge Climate Protection Plan. The plan adopted by the City Council in December 2002 sets a goal of reducing greenhouse gas emissions in Cambridge by 20 percent below 1990 levels by 2010. The Climate Leader Program establishes criteria and provides recognition to participants. The City will also facilitate information exchange among partners and help connect partners with technical and financial resources.

At the annual GoGreen Awards event, all Climate Leader participants who take the pledge to reduce greenhouse gas emissions will be recognized. Additional recognition will be given to partners that meet the criteria in all three categories. The participants and their accomplishments will be publicized through the City's website, press articles and other media coverage, and a logo program.

GENERAL PRE-REQUISITES

- The business or organization has submitted the Cambridge Climate Leaders Agreement signed by an authorized representative committing to supporting the goals of the Cambridge Climate Protection Plan. For participants with multiple facilities in Cambridge, facilities may be registered individually.
- Designate a representative of the business or organization to serve as the primary contact and to coordinate internal efforts.
- Make the facility available for a site visit by City staff.
- Report annually on the business or organization's efforts to comply with the pledge.

ENERGY

To be eligible for the energy part of the award, organizations must meet one of the following qualitative criteria and two of the elective criteria:

Qualitative Criteria

- Become an official federal Energy Star partner.
- If a university or college, join the Campuses for Climate Action program sponsored by Clean Air – Cool Planet
- Have your Cambridge facility audited by the NSTAR energy efficiency program, a professional engineer, or certified energy manager within the previous 2 years.
- Benchmark your building with the Energy Star Portfolio Manager.
- Be located in an Energy Star rated building.
- Be located in a LEED certified building.

Elective Criteria

- Participate in NSTAR energy efficiency programs by obtaining rebates for upgrade projects.
- 75% of your building or office's lighting converted to high-efficiency fixtures.
- All photocopiers, computers, and printers are Energy Star rated.
- Incorporate energy efficiency criteria into purchasing policies.
- Inventoried and replaced inefficient motors and/or replaced inefficient HVAC equipment through NSTAR's energy efficiency programs.
- Utilize district steam for heating, cooling, or processes (e.g., connected to the Dalkia steam system).
- Develop and implement an employee energy efficiency awareness and action plan.
- Purchase at least 10 percent of your electricity from renewable sources (renewable energy certificates may be used to demonstrate this commitment).
- Install at least 1 kilowatt of photovoltaic panels on your building.
- Install a green roof on at least 50% of roof area.
- Establish vegetative cover on 50% or more of property area (including tree canopy cover over impervious areas).
- Other measures that improve facility's energy efficiency by 10% compared to the previous 3-year average (e.g., install a combined heat and power system).
- Implement an innovative measure not described above. The City will review documentation and judge whether the innovative measure merits qualification based on energy performance.

TRANSPORTATION

To be eligible for the transportation part of the award, organizations must meet one of the following quality criteria and one of the elective criteria:

Quality Criteria

- Document a 15% improvement in mode split over that business' record for the previous year.
- Achieve a mode split that is 15% better than the census tract average.
- Be in compliance with the Parking & Transportation Demand Management Ordinance commitments, if applicable (your organization will have been issued a PTDM approval by the Community Development Department if the ordinance applies).

Elective Criteria

- If a business/institution is an establishment where the travel of customers is the major transportation issue, offer customers at least two substantive incentives for non-automobile travel, e.g., a 5% discount for holders of T passes or people showing bike helmets, a free subway token for customers who don't ask for a parking voucher; a check-off coupon for regular pedestrian customers.
- Establish anti-idling policies for delivery vehicles (either vehicles making deliveries to the business/institution or vehicles delivering for the business/institution).
- Establish a green fleet policy for the acquisition, maintenance, and operation of vehicles to ensure that the organization's vehicles are as fuel efficient and clean as possible.
- Develop a program to reduce employee on-the-job motor vehicle travel.
- Sponsor a bench or shelter at a nearby bus stop—pledge to keep a bus stop clean and free from litter.
- If the organization owns diesel vehicles, convert at least half the diesel fleet to 20% biodiesel.
- Other measures that reduce vehicle miles traveled in excess of the qualitative criteria or increase average fleet fuel economy by 10% compared to the previous 3-year average.
- Implement an innovative measure not described above. The City will review documentation and judge whether the innovative measure merits qualification based on reducing vehicle miles traveled or reduced fossil fuel use.

WASTE MANAGEMENT

To be eligible for the waste management part of the award, organizations must meet both of the quality criteria and at least two of the elective criteria.

Quality Criteria

- Established recycling program in place for all designated recyclables that comprise 5% or more of trash by weight. Designated recyclables: cardboard, glass containers, metal cans & foil, paper, plastic containers, scrap metal, vehicle batteries, waste oil (kitchen or car) and yard/wood waste.
- Organization has joined community pledge to work to recycle 40% of its waste. Pledge must be communicated to the City's Recycling Director, Randi Mail by email rmail@cambridgema.gov or by mail to 147 Hampshire Street, Cambridge, MA 02139.

Elective Criteria

- Printers default to double-side printing.
- Participating member of the EPA's WasteWise program. See www.epa.gov/wastewise for more information.
- One-sided scrap paper used in fax machines, as cover sheets and when printing drafts.
- Fax via email is utilized.
- All paper products purchased contain at least 30% post-consumer recycled fiber including copy paper, stationary, folders, notepads, business cards, toilet tissue, paper towels, napkins, paper plates and cups.
- Establish and implement policy that all literature be printed on at least 30% post-consumer recycled paper and indicate that it is "printed on recycled paper".
- If food establishment, commitment to provide non-Styrofoam food take-out containers.
- Reusable dishes, glass and silverware used in cafeteria, lunchrooms and/or for conference rooms.
- Reuse program established for shipping pallets.
- Recycling/donation program in place for old computers and televisions.
- Mailing lists kept current and targeted. People given the choice to "opt out" of your mailing list. Postcards used rather than letters, where feasible.
- Condiments such as jam, butter, sugar, cream, ketchup and mustard served in bottles and serving dishes instead of individual packets.
- Hand dryers installed in bathrooms to eliminate paper towel waste.
- Past or planned renovations incorporate at least 60% recycling of construction debris
- Food composting implemented
- Implement an innovative measure not described above. The City will review documentation and judge whether the innovative measure merits qualification based on reducing waste generation.

For more information or assistance, contact John Bolduc, Environmental Planner, 617-349-4628 or jbolduc@cambridgema.gov.

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CAMBRIDGE CLIMATE LEADER AGREEMENT

As a Cambridge Climate Leader, (organization) supports the goals of the Cambridge Climate Protection Plan. Our organization will:

- Actively work to reduce our contribution to global warming and pollution by undertaking actions that reduce greenhouse gas emissions. These actions can involve energy efficiency improvements, use of renewable energy, transportation improvements, and reduced waste as described in the Cambridge Climate Leader Criteria.
- Designate a contact person to communicate with the City of Cambridge and to provide updates on progress.
- Report annually to the City on actions taken and progress toward reducing greenhouse gas emissions.
- Agree to a site visit by City staff at a mutually convenient time.

The City of Cambridge commits to:

- Continue actively working to reduce greenhouse gas emissions from municipal operations and be a participant with all Cambridge Climate Leaders in this effort.
- Publicly recognize the efforts and accomplishments of Cambridge Climate Leaders.
- Develop programs to support Cambridge Climate Leaders such as peer exchanges, newsletters, and other measures.

Authorized Official:

On behalf of (organization) , the undersigned commits to this agreement.

Signature: _____ Title: _____

Print Name: _____ Date: _____

Designated Representative:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Telephone: _____ Fax: _____

Email: _____

Submit to: John Bolduc, Environmental Planner, Community Development Department, 344 Broadway, Cambridge, MA 02139